

State Personnel Board
Office of Training
Administrative Support Certification Program
Job-Related Activity Requirements--Level II

Purpose

The purpose of the Level II activity is to allow you to demonstrate competency in the subject matter covered in Levels I and II and to give you an opportunity to make a positive contribution to your workplace through the use of these skills.

Requirements

- The activity must positively impact your workplace.
- Activity must demonstrate the use of at least three ASCP I and/or II competencies.
- Activity may be completed in pairs or small groups; however, each member of the group must present his/her own written report. (This is optional)
- Activity must have the approval of your supervisor prior to beginning.
- A written report must be submitted at the completion of the project.
- Activity must be completed, report submitted and approval received prior to receiving credit for Level II and before beginning Level III.
- The project must involve interaction with other people.

Process

- Choose a type of activity
- Clearly define the purpose of the activity
- Decide which ASCP I and II competencies will be applied
- Get supervisor's approval
- Plan and implement activity
- Prepare a written report of learnings and results
- Submit to ASCP Training Coordinator for review and approval

Evaluation Criteria

- Degree to which the written report followed the required format
- Grammatical correctness of report
- Degree to which the report explains the process and results of the project
- Connection of the project to ASCP I and II competencies

ASCP I Competencies

- The ability to perform effectively in a diverse workforce
- The ability to provide professional assistance to the manager
- The ability to accurately compose and/or complete correspondence, forms, and other office paperwork
- The ability to plan and prioritize work
- The ability to identify internal and external customers and meet or exceed their expectations
- An understanding of the process of state government and the interrelationship of state government agencies

ASCP II Competencies

- The ability to communicate effectively with individuals and small groups
- The ability to prepare and make effective presentations
- The ability to deal effectively with conflict
- An understanding of the legal rights and responsibilities of state employees
- The ability to productively manage stress
- The ability to handle multiple projects, assignments and tasks

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Job-Related Activity Form
Level II

Name of Participant:	
Address (Street/City/Zip):	
Social Security Number:	Telephone Number:
Organization/Division:	

A. TYPE OF ACTIVITY

B. PURPOSE OF ACTIVITY

C. IDENTIFY COMPETENCIES THAT WILL BE APPLIED:

Supervisor's Approval _____

D. PLAN AND IMPLEMENT ACTIVITY

E. RESULTS

Participant Signature:	Date:
Supervisor’s Approval:	Date: